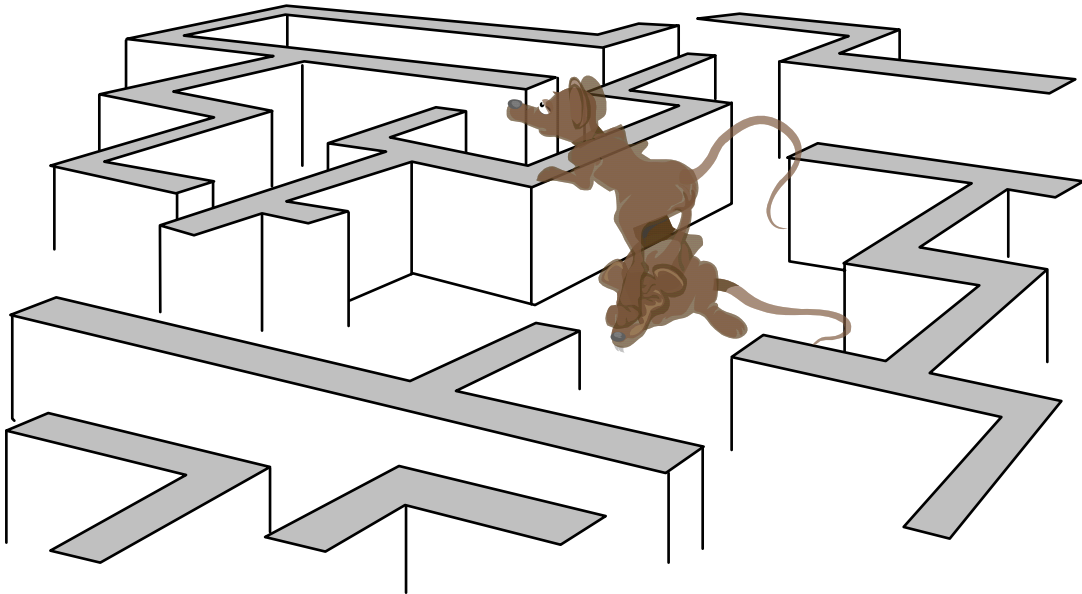


**DRAFT**

**WIA ALL-YOUTH MEASURES  
TECHNICAL ASSISTANCE GUIDE**



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**August 2006**  
(Version AY.06.03)

## Workforce Investment Act All Youth Measures Technical Assistance Guide

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### ***Youth (Ages 14 - 21)***

The All-Youth measures are:

1. Placement in Employment or Education
2. Attainment of a Degree or Certificate
3. Literacy and Numeracy Gains

**NOTE:** The all-youth measures do not distinguish between older and younger youth.

### **Negotiated Levels of Performance**

Program Year 2005 and 2006 are baseline setting years for the all-youth measures. States expect to negotiate performance goals in 2007 and 2008.

As prescribed in U.S. DOL TEGL 17-05	DOL GPRA	DWD Performance Goals	
		PY06	PY07
Placement in Employment or Education	Tbd*	Tbd	Tbd
Attainment of a Degree or Certificate	Tbd	Tbd	Tbd
Literacy and Numeracy Gains	Tbd	Tbd	Tbd

\*To be determined

### **Definitions for All Measures**

**ASSET:** Automated Systems Support for Employment and Training (ASSET) is Wisconsin's designated customer reporting and data collection system for WIA Title 1, WIA Title 3, Trade Assistance Adjustment (TAA), National Emergency Grants (NEG) and Special Response Grants (SRR).

**Design Framework:** Activities that give a local youth program structure and establish coordination among case managers and service providers charged with serving youth. Design framework activities fall into three (3) broad categories: Assessment, Case Management and Individual Service Strategy Development. Design framework activities do not put a participant into performance measures.

**Exiter:** A participant who has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the date of last service.

*First Quarter After Exit:* This is the first full quarter after the quarter in which the participant exited from the program. For example, if a participant exits on August 1, 2006, the first quarter after exit begins on October 1, 2006.

*Participant:* An individual who has been determined eligible to participate in the Youth Program and has received a program element service funded by that program at a physical location (e.g., a Job Center or affiliate) or remotely through electronic technologies. A youth in Design Framework activities only is not a participant.

*Program Elements:* The services that are provided to youth participants following a determination of eligibility. Program elements are comparable to "staff-assisted services or better" in the Adult and Dislocated Worker programs and place a youth into the performance measures.

### ***Point of Participation for Inclusion in Performance Measures***

**Note:** Further guidance on participation is under development and will provide details about participation and exit, based on program eligibility and fund sources.

An individual who has been determined eligible for the WIA Title 1 Youth Program and has received a program element funded by that program is a participant and will be counted in the WIA Title 1 All-Youth performance measures.

An individual who is eligible for the WIA Title 1 Youth Program and receives design framework activities only, is not a participant. This individual will not be counted in the WIA Title 1 All-Youth performance measures.

A youth age 18 or older who engages in self-service or informational activities will be identified as a WIA Title 3 participant and counted in Wagner Peyser performance measures. This individual will be reported to U.S. DOL as a "self-service only participant" in WIA Title 1 quarterly and annual reports. This individual will not be counted in the WIA Title 1 All-Youth performance measures.

The terms "date of first youth service" and "participation date" are often used interchangeably. If the individual is enrolled in the Youth Program only, the two terms have the same meaning. If a youth is co-enrolled in WIA Adult or Dislocated Worker programs, in addition to the youth program, then the "participation date" is the date the first performance-reportable (i.e., staff-assisted or program element) service is provided. This may be different from the "date of first youth service", which is used to establish the baseline for the All Youth Literacy/Numeracy measure.

### **Exclusions from Performance Measures**

Effective July 1, 2005, participants who are institutionalized, deceased, reservists called to active duty, relocated to a mandated residential program (youth only) or have a health/medical or family care issue that prevents them from entering employment or continued participation in the program are excluded from all performance measures. The exclusion applies only if the condition or situation is expected to last more than 90

days. Case managers may report this exclusion at any point in time during the three quarters after exit.

For example, Jimmie Jones exits the WIA youth program and is employed in the 1<sup>st</sup> quarter after exit. He will be counted in the Youth Placement in Employment or Education measure. Jimmie had not attained his high school diploma at exit, but was planning to take the HSED tests by the end of the 2<sup>nd</sup> quarter after exit. During 3<sup>rd</sup> quarter follow up, you learn that Jimmie was incarcerated in the 2<sup>nd</sup> quarter after exit and never took the tests. He will be excluded from the Youth Attainment of a Degree or Certificate and the Youth Placement in Employment or Education measures. In addition, he will be removed from all other applicable performance measures (i.e., older or younger youth, adult or dislocated worker) in which he may have been showing a positive outcome.

If the condition or situation is an exit reason, report this information as follows:

1. Manage Program Exits
2. Enter Exit Date
3. Select the appropriate item under "Title 1 – Exit Reasons other than completion"

If the condition or situation is discovered during follow-up, report this information as follows:

1. Manage Follow Up, Follow Up Status, Entered Employment Overview:
  - a. Select the appropriate item under "Reason follow-up not possible at this time."

*Note: Case managers should carefully consider the advantages of exiting a participant who is a military reservist called to active duty. If the exclusion is claimed, the participant is taken out of the performance measures. However, an individual who is in this situation has entered employment and will likely retain the job. There may be a greater benefit to performance by counting the participant than by excluding him or her. This consideration may be applied on a case-by-case basis according to U.S. DOL representatives at the case manager's discretion. Case managers may consider placing the participant in a planned gap in service if the reservist is likely to return to the program within 360 days.*

## **Supplemental Employment Data Sources**

Unemployment Insurance (UI) Wage Records are the primary source of post- program employment data used to determine performance. DWD also uses the Wage Record Interchange System (WRIS) to check other states' UI records for earnings. DWS staff have begun receiving data from the Federal Employment Data Exchange System (FEDES). FEDES contains employment information from the U.S. Department of Defense, the U.S. Postal Service, and the U.S. Office of Personnel Management.

On November 30, 2005, DWS revised WIA Policy Update 04-07 which established the criteria for reporting and documenting supplemental employment data. DWD will not apply supplemental employment data to the performance measure if the case manager

is unable to obtain documentation as described in the policy update. Without exception, participants whose positive outcomes result from reported supplemental employment data will be monitored and validated by DWS staff. Failure to properly document supplemental employment data as required by WIA Policy Update 04-07 may result in corrective action including adjustments to performance measure results and incentive awards.

A participant whose employment is determined by supplemental data is added to the Youth Placement in Employment or Education Numerator. Employment is not a factor in the other two All-Youth measures. The application of supplemental employment data to each performance measure is a complex process. A separate Technical Assistance Guide was published in August 2005 to provide further background on the application of supplemental employment data to performance measures.

### **Policy References**

**U.S. DOL TEGL 17-05:** Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues.

## **1. Placement in Employment and Education (*Effective July 1, 2005*)**

### ***What is this Measure?***

The total number of participants who are employed, in the military, or enrolled in post-secondary and/or advanced training/occupational skills training in the first quarter after exit divided by the number of participants who exit during the quarter.

### ***Who is Included in this Measure?***

- Youth who are not in post-secondary education, employment or the military at the date of participation.
- Youth who are in secondary school at exit (this is different from the Older and Younger Youth measures).

### ***Who is Excluded from this Measure?***

- Youth who are in post-secondary education, employment or the military at the date of participation.
- Youth who have a documented exclusion at exit.
- Youth who have a documented exclusion in the first, second or third quarter after exit.

### ***What Definitions Apply to this Measure?***

*Advanced Training/Occupational Skills Training* - An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should:

- a. Be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy;
- b. Coincide with exit rather than short-term training that is part of services received while enrolled in U.S. DOL, ETA-funded youth programs; and
- c. Result in attainment of a certificate.

*Military Status at the Date of Participation* - An individual is considered to be in the military at the date of participation if:

- a. He/she currently is serving on active military duty and has not been provided with a date of separation from military service, or
- b. He/she is a member of the National Guard or one of the Military Reserves and is currently serving in a mobilized (i.e., active military duty) status.

*Post-Secondary Education* - A program at an accredited degree-granting institution that leads to an academic degree. Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement

in post-secondary education. They may be able to count as placement in "advanced training/occupational skills training".

*Secondary School* - High school or an alternative school from which the participant would expect to receive a High School Equivalency Diploma or other recognized equivalent.

### ***When is this Measured?***

This is an EXIT measure. It is measured in the first quarter after exit.

### ***What Needs to be Reported in ASSET?***

1. Manage Follow Ups, Follow Up Status, First Quarter tab.
  - a. Report youth placement, if known.
  - b. Enter supplemental employment data if Supplemental Data Status says "Necessary".

**Note:** Case managers sometimes lose contact with participants after exit and may be unable to determine the youth's placement status. If a youth has reported earnings in the UI wage record, or verified supplemental employment data, that youth will be added to the numerator.

### **Example:**

The We-Keep-Them WDB has 220 individuals in the older and younger youth programs.

<b>Criteria:</b>	<b>Calculation:</b>
Exit in the Program Year: 195	
Exclusion Reported: 14	195 - 14 = 181 (denominator)
In employment, PSE, Adv Training or Military in 1st Quarter after Exit: 92	92 (numerator)
Placement in Employment or Education Rate:	$\frac{92}{181} = 50.82\%$

## **2. Attainment of a Degree or Certificate (*Effective July 1, 2006 for new participants only*)**

### ***What is this Measure?***

The number of youth enrolled in education who attain a diploma, GED, or certificate by the end of the 3<sup>rd</sup> quarter after exit divided by the number of youth who exit during the quarter.

### ***Who is Included in this Measure?***

- Youth who are enrolled in education, either on the participation date or at any point during program participation.
- Youth who are in secondary school at exit (this is different from the Older and Younger Youth measures).

### ***Who is Excluded from this Measure?***

- Youth who are not enrolled in education, either on the participation date or at any point during program participation.
- Youth who have a documented exclusion at exit.
- Youth who have a documented exclusion in the first, second or third quarters after exit.

### ***What Definitions Apply to this Measure?***

*Certificate:* Effective July 1, 2006, a certificate is a document awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. Further details are available in WIA Policy Update 04-13.

*Diploma* - Any credential that the Wisconsin Department of Public Instruction recognizes as equivalent to a high school diploma.

*Education* - Participation in secondary school, post-secondary school, adult education programs, or any other organized program of study.

*Other Organized Program of Study* - This term is defined in WIA Policy Update 04-13.

### ***When is this Measured?***

This is an EXIT measure. It is measured in the third quarter after exit. For example, if a participant exits any time from July 1 – September 30, the third quarter after exit is April 1 - June 30.



***What Needs to be Reported in ASSET?***

1. Manage Programs:
  - a. Select Youth Program Tab.
  - b. Select the appropriate radio button for "Enrolled in Education" and save the record.

**Note:** Once education status is reported as "Yes", the participant is counted in this performance measure.

2. Manage Services:
  - a. Add Service.
  - b. Select "Alternative Secondary School Offerings", "Instruction Leading to Secondary School Completion", or "Apprenticeship".
3. Manage Program Exits.
  - a. Enter exit date.
  - b. Enter exit reason, if applicable.
4. Manage Follow Up, Follow Up Credential
  - a. Select the certificate attained.
5. Manage Follow Up, Follow Up Status:
  - a. Select Entered Employment Overview tab:
  - b. Complete this screen if information is available or if an exclusion occurs in the first, second or third quarters after exit.
6. Select First Quarter tab:
  - a. Enter supplemental employment data if Supplemental Data Status says "Necessary".
7. For Supplemental Federal Reporting:
  - a. Entry of wages is not required, but may be useful locally.
  - b. Check the radio button for the type of employment that most closely matches your data source.
  - c. Select the method used to verify supplemental employment data. If verification method is blank, "Not Employed in Quarter" or "Not Verified", the supplemental data will not be used in the performance measure.

**Example:**

The I'm-A-Grad WDB has 360 individuals in the older and younger youth programs.

<b>Criteria:</b>		<b>Calculation:</b>
Exit in the Program Year:	150	
Enrolled in Education either at date of participation or during program participation:	144	
Exclusion Reported:	14	$144 - 14 = 130$ (denominator)
Attained Degree or Certificate:	128	128 (numerator)
Attained Degree or Certificate Rate:		$\frac{128}{130} = 98.5\%$

### **3. *Literacy and Numeracy Gain (Effective July 1, 2006)***

#### ***What is this Measure?***

The number of out-of-school, basic skills deficient youth who increase one or more educational functioning levels divided by the number of participants who have completed a year in the program, plus the number of participants who exit before completing a year in the program.

#### ***Who is Included in this Measure?***

Out-of-school, basic skills deficient youth ages 14 - 21 who:

- Have a date of first youth service on or after July 1, 2005. Carry-ins are excluded from this measure.
- Have taken the TABE Survey or Complete Test, and are found to be basic skills deficient.
- Exit the program before they have completed a full year in the program.
- Have completed a year (from the date of first youth service) in the program.
- Were tested no more than 6 months prior to the date of first youth service.

**Note:** The TABE is cited above because Wisconsin WDBs have reported that this is the preferred test for assessing basic skills deficiency for youth. If another test is used, it must be one of the tests that is prescribed by U.S. DOL in TEGL 17-05, Attachment C. Alternative tests may be used only if the youth cannot be properly assessed with the required tools and needs an accommodation under the Americans with Disabilities Act.

#### ***Who is Excluded from this Measure?***

- Youth who are in secondary school at the date of first service (in-school youth).
- Youth in design framework activities only.
- Youth who have taken the TABE Locator Test only.
- Out-of-school youth who are not basic skills deficient.
- Youth who have a documented exclusion at exit.
- Youth who have a documented exclusion in the first, second or third quarters after exit.
- In the second and third participation years during a single episode, the youth is excluded from the measure if he/she exits WIA prior to completing the second, or third full year of participation.

#### ***What Definitions Apply to this Measure?***

**Assessment Tool** - Tests that can be used to assess basic skills deficiency are prescribed in Attachment C of U.S. DOL TEGL 17-05. No other tests are permitted, unless the youth is disabled and cannot be properly assessed using these tools (see discussion on youth with disabilities below). Pre- and post-tests must be administered using the same testing instrument.

*Basic Skills Deficient* - The individual computes or solves problems, reads, writes or speaks English at or below the 8<sup>th</sup> grade level. Or, the individual is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

*Date of First Youth Service* - The date the youth begins receiving the first program element.

*Note: For this measure only, if the youth is co-enrolled in an Adult or Dislocated Worker program and receives staff-assisted services funded by either of those programs before the case manager decides to enroll him/her in the youth program, then the participation date will be different from the date of first youth service.*

*Educational Gain* - At post-test, the participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test). In this measure, a youth need only advance in one area of deficiency to be counted in the numerator, even though the youth may have multiple basic skills deficiencies as defined above.

*Out-of-School Youth* - An eligible youth who is a school dropout, or has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed. This includes all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent (in-school youth). Youth who are attending post-secondary school and are not basic skills deficient are not out-of-school youth.

**Note:** The out-of-school youth determination is made on the date of first youth service. Once reported as an out-of-school youth, the youth will be counted in this measure until he/she is no longer basic skills deficient. If the youth returns to school at any time during the program episode, this will not remove the participant from this measure.

*Post-test* - A test administered to a participant at regular intervals during program participation.

*Pre-test* - A test administered to a participant no greater than 6 months prior to, or within 60 days after, the date of first youth service.

*Testing Interval* - Participants should be post-tested at least once by the end of one year following the individual's date of first youth service.

### ***How Does this Measure Apply to Youth with Disabilities?***

Youth with disabilities are to be provided with reasonable accommodations. A reasonable accommodation involves "modifications or adjustments, made on a case-by-case basis, that enable a qualified individual with a disability...to receive aid, benefits, services or training equal to that provided to qualified individuals without disabilities."

Please refer to DWS WIA Policy Update 05-06 for further guidance on testing youth with disabilities.

### ***When is this Measured?***

This is measured DURING program participation at one-year intervals. Post-testing must occur within one year from the date of first youth service, not the pre-test date.

### ***What Needs to be Reported in ASSET?***

1. Manage Programs, Title 1 Youth tab:
  - a. Set Basic Literacy Skills Deficient radio button to "Yes".
  - b. Set Meets WIA Out-of-School Youth Criteria (on the date of first youth service) to "Yes, meets criteria."
2. Manage Services:
  - a. The youth must have a date of first youth service to access the literacy/numeracy data entry screen. Enter a service other than Design Framework activities.
3. Manage Assessments:
  - a. Select Test Scores - Youth Literacy/Numeracy "Add Test".
  - b. Identify Test Category and complete all required fields on the Pre-Test Overview tab.
  - c. If more than one Functional Area was tested, check the next box and complete all required fields.

### **Example:**

The Learn-to-Read WDB has 250 youth in its older and younger youth programs.

<b>Criteria:</b>	<b>Calculation:</b>
Out-of-school youth: 80	
Out-of-school youth that are basic skills deficient: 65	
Pre-Test Date on or after beginning of report period: 64	
Post-Test date on or before last day of the participation year (from the date of first youth service) 63	
Exclusion reported: 5	$63 - 5 = 58$ (denominator)
Advanced at least one education functioning level: 45	45 (numerator)
Literacy and Numeracy Gain:	$\frac{45}{58} = 77.59\%$